



THE CITY OF

AMERICAN CANYON

IS SEEKING A NEW

COMMUNITY DEVELOPMENT /
PLANNING DIRECTOR



THE COMMUNITY

The attractive and conveniently situated City of American Canyon (Gateway to Napa Valley) was incorporated in 1992. With a current population of approximately 15,000, the City expects to reach a population of at least 20,000 by 2010. Located 35 miles northeast of San Francisco at the southern end of Napa County, and a one-hour drive from Sacramento, American Canyon is close to numerous recreational, entertainment, and educational venues.

A permanent "green belt" nearly surrounds the City with the Napa River and a 500-acre Wetlands Preservation area to the west, the 640-acre Jack and Bernice Newell Wilderness Preserve to the east, vineyard-covered foothills to the northeast, the Napa Airport to the north, and the City of Vallejo to the south. The major highways in the area include the world famous "Napa Valley Wine Trail" (Highway 29) that runs north and south through the City, and Highway 12 that connects with I-80 about three miles east. The local bus service, with connections to nearby cities, has proven to be very popular. The community

offers a very good mix of housing styles and sizes at costs that are reasonable by Bay Area standards. The "home town" ambience, locally sponsored special events, attractive parks, distinguished schools, interracial harmony, and friendly citizenry all add to the luster of American Canyon.

CITY GOVERNMENT

American Canyon is a general law city, operating under a council/manager form of government. A five-member council is elected by voters. A recent voter-approved initiative resulted in the City's Mayor converting to an elected position with the first election coming up this November. The City Manager is appointed by the Council and serves as the administrative head of city government. City departments include Planning/Building, Community Services (Parks/Recreation), Finance, Human Resources, Police (contract with Napa County Sheriff's Department), and Public Works (streets, park maintenance, engineering, water, wastewater, stormwater). Fire Services are provided by a special district and the American Canyon City Councilmembers serve as the District's Board.

The City budget of \$72 million includes an operating budget of \$25 million and reflects 75 authorized staff positions.

THE COMMUNITY DEVELOPMENT / PLANNING DIRECTOR

The City of American Canyon is seeking a community-oriented leader with exceptional interpersonal and management skills to become its next Community Development / Planning Director. The Director is responsible for the overall guidance, direction, and management of the Department comprised of 10 staff in: Planning (Senior Planner, Associate Planner, Assistant Planner), Building (Chief Building Official, two Building Inspectors, Administrative Clerk), and Code Enforcement (Code Enforcement Officer). The Department is also supported by an Administrative Assistant and Administrative Clerk. Essential responsibilities include designing, planning, assigning, and supervising the work of Department staff. The Director provides leadership in implementing City and Department policies and programs, thinks through issues from a policy and economic perspective, and interacts with numerous stakeholder groups including city officials, other city departments, developers, external agencies, and the public.



This is an “at-will” position appointed by and reporting to the City Manager with appointment approval from the City Council. The Director manages a current operating budget of approximately \$2.4 million.

Among the current issues and priorities that will need to be addressed by the successful candidate include:

- Annexations and Sphere of Influence extensions
- Managing the General Plan update
- Specific Plan Implementation
- Economic Development
- Creating a comprehensive Code Enforcement Program

IDEAL CANDIDATE

The ideal candidate is a visionary and creative community-oriented / community development executive who has demonstrated success in leading a proactive planning and development group that embraces community interaction.

Competitive individuals will have strong annexation and sphere of influence experience, general plan update experience, people management skills, and be capable of fostering leadership and innovation at all levels.

Impressive candidates will have a history of increasingly responsible management experience and a track record in successful economic development projects. Experience with planned industrial projects will be a plus. The successful candidate will be capable of managing highly complex issues in the context of an overall management team open to change

and innovation. Substantial experience with community and media relations, and a demonstrated ability to create a collaborative relationship and spirit with a variety of stakeholders is of the utmost importance.

Education And Experience

In addition to the attributes outlined above, the new Director will have significant responsible planning and community development experience, with two years at a management level. A Bachelor's degree in Urban or City Planning, Architecture, Political Science, Public/Business Administration, or related field is expected. A relevant Master's degree and certification by the American Institute of Certified Planners (AICP) are desirable.

Personality/Management Style

Other skills and traits that are required include:

- Fair, honest with a good sense of humor
- High integrity and solid character
- Dispute resolution and consensus building skills
- Open to new ideas; flexible in his/her approach
- Friendly and diplomatic demeanor
- Ability to be politically astute, yet apolitical
- Passion for public service and strong customer service ethics
- Superior communicator who can quickly cultivate internal and external trust and confidence with a variety of audiences



- Values professional development and growth
- Demonstrates a passion for public service and quality planning
- Responsive to community concerns; sensitive to a diverse group of stakeholders
- Persuasive, confident, and calm under pressure

COMPENSATION AND BENEFITS

- **Annual Salary: \$102,312 - \$124,361** (starting salary in the range is DOQ).
- **Retirement:** Employees are covered by the Public Employee's Retirement System (PERS), under the enhanced two percent (2%) @ age 55 plan. The employee's 7% contribution is currently paid by the employee. The retirement plan includes post-retirement Survivor Benefits and Single Highest Year. Sick leave may be converted over to service credits at the time of retirement. The City does not participate in Social Security.
- **Health Benefits:** Through the Public Employee's Retirement System (PERS) several health care programs are offered, including Kaiser, PERS Choice,

and others. The City pays for employee plus dependents, based upon the least expensive plan offered. Also, the City will contribute \$159 per month towards a Cafeteria Plan for employees, which can go towards additional benefits or be received as cash. The City's PERS Health Plan also includes fully paid retiree medical benefits.

- **Dental:** Delta Dental coverage is provided for the employee and additionally the City contributes \$55 a month toward employee and dependent coverage.
- **Housing Assistance:** Employee Housing assistance loan program is available in an amount up to \$50,000, subject to availability of funds. Use of this program is limited to homes in American Canyon.
- **Deferred Compensation Plan:** The City offers a 457 Deferred Compensation plan. A 401A Plan for Management is available with a matching contribution of up to 2%.
- **Life Insurance:** Life and Accidental Death & Dismemberment coverage is provided for the employee by the City for \$50,000. Additional insurance is available to employees at their own expense.

- **Long Term Disability:** Employer paid Long Term Disability is provided.
- **Paid Leave:** 12 days of vacation per year during the first year, with increases based on service time. 12 days of sick leave per year, with unlimited accumulation. 15 days of management leave. 14.5 paid holidays. Accrued vacation leave in excess of 240 hours is paid in cash to the employee each year.
- **Vision:** Employer paid vision insurance.
- **Car Allowance:** \$250 per month.

APPLICATION & SELECTION PROCESS

The final filing date is **Monday, September 18, 2006**. If you have questions contact Stuart Satow. To apply, send cover letter, current salary, and six work-related references. Resume should reflect size of staff and budgets you have managed, and indicate both months **and** years of beginning/ending dates for positions held. Forward your materials to:



Stuart Satow
CPS EXECUTIVE SEARCH
241 Lathrop Way
Sacramento, CA 95815
Tel 916.263.1401
Fax 916.561.7205

E-mail: resumes@cps.ca.gov
Website: www.cps.ca.gov/search
City website:
www.ci.American-Canyon.ca.us

Following the filing date, resumes will be screened in relation to the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant in late September. Candidates deemed qualified will be reported to the City. A final interview process will be scheduled for selected candidates (anticipated to occur in mid-October).